

**VACANCY NOTICE**

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Social Caseworker</u>	CLASSIFICATION CODE: <u>02820200</u>
	SALARY RANGE: <u>(0A22A) \$43321-49946</u>	REFERENCE POSITION NO.: <u>1255-10000-2147</u>
	Department of Human Services	APPLICATION PERIOD: <u>1/11/13 - 1/17/13</u>
	Division/Section/Unit <u>Management Svs.</u>	<b>GRACE PERIOD ENDS</b> <u>1/23/2013 4:00 PM</u>
	Assignment(s) / Comments <u>Lateral Bids Only Please - Inappropriate Bids Will Not Be Acknowledged</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Pawtucket Office w/statewide coverage</u>
	Restrictions/Limitations: <u>LTPS- Subject to return of incumbent responsibilities</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>          </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>X</u> is not <u>      </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>
<b>Please refer to attachment</b>		
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Possession of a Bachelor's Degree from an accredited institution of higher education with specialization in Sociology, or Psychology, Social Work or Child Development or Vocational Guidance.	
	<b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 APPLICATION to:</b>	
	Maria Morrison	
	OHHS Human Resources Service Center	
	Benjamin Rush Building, 2nd Flr	
	55 Howard Avenue	
	Cranston, RI 02920	
	Fax/email applications are not accepted.	
	TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

**DEPARTMENT OF HUMAN SERVICES**  
**Management Services**

**Social Caseworker - SSI-State Supplemental Payment**  
**Position: 1255-10000-2147**

**General Tasks and Duties:**

- To perform social caseworker services including but not limited to office and field in-person interviews, and in various community sites to obtain, clarify, and verify information about individual applicants' initial and continuing eligibility for SSI State Supplemental Payments (SSI-SSP) program.
- To work within the other RI DHS Social Service Programs, as needed, assisting with screening and service delivery for Rhode Islanders who need access to a range of appropriate state and federal benefits which may include RIWorks, Medical assistance, SNAP food assistance, Medical Assistance, Child Care, and GPA etc.
- Compose and send routine requests for information to applicants/recipients.
- Utilize an automated database for case processing, including using the equipment and related routines in the performance of assigned duties.
- Report suspected cases of child/elder abuse or neglect to appropriate authorities.
- Prepare reoccurring and special reports, including simple statistical breakdowns
- Examine documents to evaluate the validity and acceptability in establishing entitlement to SSI-State Supplemental Payments, and, when necessary, take the required action to insure that all available relevant evidence has been obtained.
- Assists applicants/recipients in filling out applications, informing clients of their rights and responsibilities, and securing supporting evidence in order to insure that complete and accurate information is obtained.
- Finalize authorization for SSI-SSP payment
- Provide technical guidance to other employees involved in the claims process.
- Assist individuals in filing for administrative appeals in matters concerning entitlement to benefits.
- Conduct case reviews, informal and formal conferences to reconsider initial decisions and related decisions affecting an individual's eligibility, continuing eligibility, or amount of payment under the SSI-State Supplemental Payment program
- Recognize need for and approve the selection of representative payees for individuals unable to handle their own benefits.
- Protect the integrity of RIDHS programs through identification, investigation, and resolution of potential program abuse situations.
- Provide referral services to individuals needing the services of other programs or organizations.
- Participate in training sessions both as the trainee and trainer.
- Protect the rights of individuals by assuring that claimants and/or their personal representative understand the claimants' legal rights and obligations under the RI SSP program and its relationship to other social welfare and benefit programs.

- Develop, investigate, and resolve discrepancies in earnings and determine the source(s) amount to be posted or deleted from individual records.
- Ability to communicate with individuals for the purposes of obtaining information, motivating individuals to appropriate courses of action, and conveying an understanding of complex requirements of particular programs.
- Ability to maintain adequate records, make reports as requested and to handle correspondence as directed.
- Perform other duties as assigned and assume new responsibilities dictated by legislative or policy changes. Other duties may include coverage or fill-in of tasks related to other DHS programs in all DHS field offices"
- And any and all related duties as required.

#### SUPERVISION RECEIVED BY:

Casework Supervisor through administrative oversight of DHS Administrator of Field Operations or chosen designee.

#### OFFICE LOCATION

- This unit will be located in the Pawtucket Field office located at 24 Commerce Street and will work with the Medical Assistance Review Team (MART), and other related service systems throughout DHS, as appropriate to help applicants as well as recipients who may need access to SSP program and other DHS benefit programs.